



Registration Form (Copies Acceptable)

Mail to/Drop off:
Troy Parks and Recreation
Attention: Registration
3179 Livernois, Troy MI 48083

Changes: Due to the volume of registrations we receive, we are unable to make changes on your registration form.
Alternates: Please select all the alternates that are acceptable to you in case your first choice is filled.

Limit one household per form.

Limit two households per envelope.

Household/Primary Adult Contact : ☐ Passholder

Last Name: _____

First Name: _____

Street (no P.O. boxes): _____

City: _____ Zip: _____

Current Home Phone: _____

Business Phone: _____

Emergency Phone: _____

E-mail Address: _____

If you've recently moved, fill out this box.

CHANGE OF ADDRESS: ☐ Passholder

PREVIOUS: Home Phone _____

Last Name: _____

First Name: _____

Street (no P.O. boxes): _____

City: _____ Zip: _____

New Phone: _____

Emergency Phone: _____

For Youth Leagues ONLY: Please indicate the school your child attends by circling the appropriate letter.

If you are available to coach, please fill out the form on page 84.

A. Barnard	E. Hill	I. Schroeder	M. Wattles	Q. Boulan	U. Troy High
B. Bemis	F. Leonard	J. Susick	N. Avondale Schools	R. Larson	W. Private
C. Costello	G. Martell	K. Troy Union	O. Bhm/Blmfld Schools	S. Smith	School
D. Hamilton	H. Morse	L. Wass	P. Baker	T. Athens High	

Participant Last Name	First Name	Birthdate	M/F	Grade	Class Title	Activity #	Section Letter	*Alternate Activity #	*Alternate Section Letter	Fee

Notes: _____ **Total:** _____

I hereby voluntarily release and hold harmless the City of Troy, City of Troy Contractors/Independent Contractors and the Troy School District from all liability for all types of damages or injuries, whether foreseeable or not, sustained by myself, my child and other family members while participating, watching and traveling to or from this activity. I/we also hereby authorize the City to reproduce, copy, exhibit, publish, broadcast or distribute my image or my child's image in any and all videotapes and photographs taken while participating, watching and traveling to or from the activity for promotional purposes.

Signature Required: _____ **Date:** _____

Payment (DO NOT SEND CASH) : ☐ Check (Payable to City of Troy) ☐ Mastercard ☐ VISA

Print name as it appears on card: _____ Expiration Date: _____

Card No: _____ Authorizing Signature _____

☐ Check here if you need an accommodation and you will be contacted by the ADA Coordinator.

Four convenient ways to sign up for a class!



Online

Beginning Dec. 3 at 8 am go to the address listed below to register online. You can only register members of your own household. A computer kiosk is available at the Community Center for your convenience. Call PRIOR to Dec. 3 for your household number. Online registration is encouraged. Not all classes are available online.



Mail In

Mail in registration forms received through Dec. 2 will be processed randomly beginning Dec. 3 with that day's mail. Depending the number of registrations, it could take 3-5 days to process all drop off and mail-in registrations. Send in your registration form with payment. (Check or charge card # - no cash please.) Limit 2 households per envelope - each should be on their own form.



Drop Off

Registrations dropped off at the Community Center through Dec. 3 will be processed randomly with the mail beginning Dec. 3. Depending on the number of registrations, it could take 3-5 days to process all drop off and mail-in registrations. Include payment with your registration form. (Check or charge card # - no cash please.) Limit 2 households per envelope - each should be on their own form.



Walk In

In-person registration for residents and non-residents begins Dec. 10 at the Troy Community Center during regular business hours. You may register yourself and one other household.

NOTE: All youth leagues are for City of Troy residents only.

More Details

Refunds

The following refund policy applies to all programs unless otherwise noted (tennis, trips, some special events, and swim lessons):

- All refunds are given in the form of a check.
- Refunds must be requested before the first class meeting of classes that meet five times or less.
- Refunds must be requested before the second class meeting for all other classes.
- Refunds are issued to the head of household of the person registered for the class.
- A \$10 service fee will be withheld on all patron requested refunds. Refunds are prorated if requested after the first class. Refunds take three to four weeks to process. No refunds will be issued if the amount due after the service fee and prorated fee is less than \$5. In consideration to those on the waiting list, please call as soon as possible if you are cancelling.
- Only one \$10 service fee per household will be charged when making multiple refund requests at the same time.

Transfers

- A \$10 service fee will be charged for each patron requested transfer.
- No refunds will be issued if the amount due after the transfer fee is less than \$5.
- Transfers may not be requested until December 13.

Falsification of Information

Participants falsifying information will be dismissed from the program and no refund granted.

Online Registration

Online Registration

www.troymi.gov/parksandreconline

Register online for most activities unless description indicates mail-in only with an envelope next to class description. You will need your household ID number. Call 248.524.3484 for your number.

Payment

Payment for classes will be accepted in the form of check made payable to: City of Troy, Master Card or Visa. Cash is accepted only when registering in person. Past due recreation fees for the household must be paid in full in order to register for additional Parks and Recreation programs.

Non-Sufficient Funds Fee

There is a \$22 fee for all check, charge and debit transactions returned for non-payment.

E-mail Confirmation

We will e-mail a confirmation to you as soon as your registration has been processed. This will take three to five days after we begin processing registrations. No phone calls, please. If your first choice and alternates are filled, your check will be returned. If paying by check and some of your classes are full, your balance will be refunded by check which will take three to four weeks to process.

Waiting List

Registrant will not be placed on a wait list for first choice if alternate choice is available, maximum of one wait list. Classes may be added depending on demand.

Program Cancellations

Programs will be cancelled three days prior to the start date if enrollment is insufficient, unless otherwise noted. You will be contacted by phone and receive a full refund by mail. Register early!

Late Fee Policy for Picking up Children

When a program or activity concludes, parents/guardians are responsible to pick up their children at the program. If a child is not picked up after the program concludes, the following late policy will be in effect:

- \$10 for up to every 15 minutes late in picking up a child.
- The parents will be called after the first 15 minutes; if they are unavailable, the emergency contacts will then be called.
- After 40 minutes, the program Supervisor will be contacted; followed by the Troy Police department to pick up the child.

Any late fees must be paid in full by check prior to the next day of the program/activity. If the program/activity has concluded, the balance will be due within 10 days. We reserve the right to dismiss any child from the program, without a refund, due to excessive early drop-offs and/or late pick-ups.

No Fax or Phone Registrations Unless specified in the individual course description.

Where to find us

City of Troy Parks and Recreation

3179 Livernois, Troy MI 48083

Office phone: 248.524.3484

Website: troymi.gov/parksrec